

## APPENDIX C

### **United States Patent and Trademark Office OG Notices: 05 February 2002**

#### **SPECIAL BOXES FOR PATENT MAIL**

Special box designations should be used to allow forwarding of particular types of mail to the appropriate areas as quickly as possible. Such mail is forwarded to the appropriate area without being opened. Only the specified type of document should be placed in an envelope addressed to one of these special boxes. If any documents other than the specified type identified for each special box are addressed to that box, they will be significantly delayed in reaching the appropriate area for which they are intended.

Some correspondence may only be submitted via the Office's electronic filing system (EFS). For example, the following publication requests must be submitted via EFS:

- a request for publication of an application as amended during examination (37 CFR 1.215(c));
- a request for redacted publication (37 CFR 1.217(b));
- a request for voluntary publication of an application filed before November 29, 2000 (37 CFR 1.22(a)); or
- a request for republication of an application that has already been published (37 CFR 1.22(a)).

Instructions on how to file such an application request via EFS are located on the Office's Electronic Business Center on the Office's Internet Web site <http://www.uspto.gov> <<http://www.uspto.gov>> under the Electronic Business Center section.

Please address mail to be delivered by the United States Postal Service (USPS) as follows:

Box  
Commissioner for Patents  
Washington, D.C. 20231

Please address mail to be delivered by other delivery services (Federal Express (Fed Ex), UPS, DHL, Laser, Action, Purolater, etc.) as follows:

U.S. Patent and Trademark Office  
2011 South Clark Place  
Customer Window, Box  
Crystal Plaza Two, Lobby, Room 1B03  
Arlington, Virginia 22202

Box Designations	Explanation
Box REISSUE	All new and continuing reissue application filings.
Box 12	Contributions to the Examiner Education Program.
Box 313(b)	Petitions under 37 CFR 1.313(c) to withdraw a patent application from issue after payment of the issue fee and any papers associated with the petition, including papers necessary for a continuing application or a request for continued examination (RCE).
Box AF	Expedited procedure for processing amendments and other responses after final rejection.
Box Comments Patents	Public comments regarding patent related regulations and procedures.
Box CPA	Requests for Continued Prosecution Applications (CPA's) under 37 CFR 1.53(d).
Box DAC	Petitions decided by the Office of Petitions including petitions to revive and

	petitions to accept late payment of issue fees or maintenance fees.
Box DD	Disclosure Documents or materials related to the Disclosure Document Program.
Box Design	The filing of all design patent applications which do not request expedited examination under 37 CFR 1.55.
Box Expedited Design	Only to be used for the initial filing of design applications accompanied by a request for expedited examination under 37 CFR 1.155. (Design applicants seeking expedited examination may alternatively file a design application and corresponding request under 37 CFR 1.155 by hand-delivering the application papers and request directly to the Design Group Director's office.)
Box Issue Fee	All communications following the receipt of a PTOL-85, "Notice of Allowance and Issue Fee Due," and prior to the issuance of a patent should be addressed to Box Issue Fee, unless advised to the contrary. Assignments are the exception. Assignments should be submitted in a separate envelope and not be sent to Box Issue Fee.
Box Missing Parts	Response to the Notice to File Missing Parts of Application and associated papers and fees.
Box MPEP	Submissions concerning the Manual of Patent Examining Procedures.
Box Non-Fee Amendment	Non-fee amendments to patent applications. (Use Box AF for responses after final rejection.)
Box PATENT APPLICATION	New patent applications and associated papers and fees.
Box Patent Ext.	Applications for patent term extension and any communications relating thereto.
Box PGPUB	Correspondence regarding publication of patent applications not otherwise provided.
Box PGPUB - ABD	Petitions under 37 CFR 1.138 to expressly abandon an application to avoid publication of the application.
Box PGPUB DRAWINGS	Drawings to be included in a patent application publication (replacement drawings for drawings included with a patent application on filing).
Box PCT	Mail related to applications filed under the Patent Cooperation Treaty.
Box Provisional Patent Application	The filing of all provisional patent applications and any communications relating thereto.
Box RCE	Requests for continued examination under 37 CFR 1.114.
Box Reconstruction	Correspondence pertaining to the reconstruction of lost patent files.
Box Reexam	Requests for Reexamination for original request papers only.
Box Sequence	Submission of diskette for biotechnical application.
Box SN	For fee and petitions under 37 CFR 1.182 to obtain date received and/or application number for patent applications prior to the Office's standard notification (return post card or the official "Filing Receipt," "Notice to File Missing Parts," or "Notice of Incomplete Application").

#### SPECIAL BOXES FOR TRADEMARK MAIL

Special box designations should be used to allow forwarding of particular types of trademark mail to the appropriate areas as quickly as possible. In addition to these box designations, filers are encouraged to indicate whether the contents of the envelope contain a fee. Envelopes containing a fee should be marked "FEE;" envelopes not containing a fee